

**WEB MASTER**  
**531**

**DEPARTMENT:** Financial and Management Services/Information Resources Management

**NATURE OF WORK:**

Serves as Webmaster for the County, overseeing technical management and maintenance of web site.

**ESSENTIAL FUNCTIONS OF JOB:**

Coordinate and implement the continuous development and day-to-day improvement of the County Web site, including working with content contributors (Web Developers) making editorial/stylistic choices, exercising discretion, obtaining permissions where necessary, formatting in HTML, and supervising web submission process. Manages update process of web pages.

Analyzes web site for inaccuracies.

Represent the County in daily communications with individual users of the web site; respond to requests and suggestions, provide further information, and assist users; solicit feedback, comments, criticism from users, with an eye towards understanding and improving their experience of the site.

Manage the County's online question and answer forum (for the web), finding an expert in each criteria to answer the questions and then post or edit the answer if necessary. **Future Item - done somewhat now**

Serve on the IMT, contribute to creativity, organizational, and policy decision-making for the web site.

Solicit appropriate graphics; scan, manipulate and place them on the site in conjunction with the County's graphic designer.

Responsibility for evolution of government homepage.

Manages site for ethical appropriateness and future policies including management of links and their usability.

Works with internet service provider to assure timely updates and to work on technical issues about the operation of the County web site.

Trains and updates users on the use of electronic forms and the use of the website.

Proofreads internet site for text, content, spelling, punctuation, grammar, and typographical errors; ensures completeness and accuracy of all documents; verifies the accuracy of statistical documents, advises author of any discrepancies to be resolved; assists department in deciding grammar and format standards.

Performs minor maintenance on equipment, such as, changing ribbons, loading paper, clearing paper jams, cleaning equipment; installs software and requests and monitors major hardware maintenance and upgrades. Updates diskettes and assists in the maintenance of permanent files.

Prepares quarterly work program; analyzes requirements for upcoming quarter.

Practices continuous learning through individual study, classroom training, seminars and conferences.

Promotes and ensures proper training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties performed in an office setting. Operates office equipment such as computer, scanner, fax machine, telephone, dictation equipment, calculator, etc.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge in understanding the principles of good web site design.

Thorough knowledge of electronic form creation and related software to do so.

Thorough knowledge of standard English grammar, punctuation, and spelling and use of calculator.

Thorough knowledge of proper formatting and layout of correspondence, reports, charts, graphics, and the like for business purposes for a web site.

Thorough knowledge of County and Department policies and procedures, and rules and regulations.

Thorough knowledge of HTML and creation of documents and web pages.

Thorough knowledge of worldwide web practices and procedures such as e-mail, FTP, etc., and a working familiarity with the graphic design process.

Thorough knowledge of graphic design/paint programs software (Photoshop) to be used with the Internet to include gif and jpg files.

Ability to analyze, evaluate and recommend improved procedures, techniques and equipment.

Ability to maintain confidentiality of information.

Ability to produce creative web pages for users.

Ability to proofread, research files and logically organize information.

Ability to provide training and assistance to all levels of users .

Ability to organize and manage several projects simultaneously and meet deadlines.

Ability to follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with department users, vendors and suppliers.

Ability to communicate effectively both orally and in writing.

Ability to acquire needed skills to be proficient at the execution of certain computer-based programs such as Excel, Photoshop, and HTML and programming software (web page design).

Ability to exercise independent judgment.

**MINIMUM QUALIFICATIONS:**

Associates Degree in Computer Information Systems. Extensive experience and skills in creating and managing a web site to include the use of HTML and/or programming software (ActiveX, JavaScript, etc.); or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Webmaster Position Number 531  
Department FMS Code Division IRM/Web Management

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

**1. Speaking/Talking:**

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others \_\_\_\_\_
- ☐ Not essential to job function

**2. Hearing/Listening:**

- ☒ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

**3. Reading:** (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse   |
| <input checked="" type="checkbox"/> Use switchboard    | <input type="checkbox"/> Use postage machine                                 |
| <input type="checkbox"/> Use radio/console             | <input checked="" type="checkbox"/> Use hand tools                           |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                     |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Operate Mouse or Trackball</u> |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                       |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: P.C. peripherals like dwg. tablet

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## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull									
Hold/Carry									

Manipulation done from: ☒ ground to waist    ☒ waist level    ☐ waist to shoulder    ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift    ☐ Push/Pull    ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☒ Step stool  
☐ 8' to 10' step ladder  
☐ Extension ladder  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Stairways

- ☐ 1 flight  
☐ 2 flights  
☒ 3 or more flights  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☒ 3-4  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand	✓						✓		
Sit					✓				✓
Walk	✓							✓	
Run	✓						✓		

If walking or running, over what type of terrain?    ☒ flat    ☐ rough    ☐ both

Not essential to job function:    ☐ Stand    ☐ Sit    ☐ Walk    ☒ Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- ☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other Filing, connecting computer parts      ☐ Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- ☒ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_      ☐ Not essential to job function

**6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)

***VII. Driving:*** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			